

# ***Division of Occupational Safety Sustainability Plan***



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This Sustainability Plan has been reviewed and approved by Robert Prezioso, Commissioner, Division of Occupational Safety on October 7, 2004.

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*Signature of Agency Head or other Appropriate Designee*

## **1. Agency Information, Impact Identification and Sustainability Team**

### **1.1 Agency Description and Scope**

The Division of Occupational Safety's mission is simple:  
To prevent occupational injuries, illnesses and fatalities throughout Massachusetts.

The Division administers several workplace safety and health programs, all focused on the goal of having every worker return home safe and healthy each day. Also, part of our mission is the effective administration and enforcement of the employment agency laws in Massachusetts; the issuance of prevailing wage schedules for many public works projects; the promulgation and interpretation of the state's minimum wage regulations; and the issuance of minimum wage, seasonal business overtime, and uniform deposit waivers.

The main office for the Division is located at 399 Washington Street in Boston. The branch offices are located in West Newton, New Bedford, Haverhill, Westborough, Springfield and Pittsfield. Each of these offices are located either in free space donated by the Commonwealth, free space donated by the city or town or leased space. The total combined staff is 65 with the majority working in the Boston and West Newton locations.

## **1.2 Agency Impacts on the Environment and Human Health**

The major activities of the Division include travel of the consultants to various worksites in the Commonwealth and the issuing of reports to the companies that we investigate. All office space occupied by the Division includes utilities and waste removal. The only exception is the West Newton office, which pays approximately \$6200 for electricity.

## **1.3 Agency Operational Costs**

The only added cost to the West Newton office is \$6,200 a year for electricity. Utilities are included in the lease for the Boston office and are not paid by the other branch offices.

## **1.4 Agency Sustainability Team Members**

The Division's sustainability team consists of Marvin Lewiton, Sal Insogna, Michael Kissel, Joel Weddig and Bob Kenrick all of the West Newton office. After initial completion of the Sustainability Plan the committee will meet with the employees located in the other offices for training. The committee will meet quarterly to evaluate progress and discuss improvements.

# **2. Long-Term Goals/Vision**

## **2.1 Long-Term Goals**

The Division is committed to protect and enhance the quality of life for current and future generations.

The long-term goals of the Division are:

- reduce the quantity of fossil fuels used
- reduce the amount of electricity used
- reduce the amount of paper generated and recycle whenever possible

# **3. Short-term Actions and Priorities**

## **3.1 Priority and Areas Goals**

The Division intends to expand its recycling program, reduce paper usage, reduce electrical usage and reduce energy consumption.

## **3.2 Agency Action Steps**

### **Recycling Program:**

Collection boxes will be placed in convenient places in each office and employees will be encouraged to recycle all paper.

### **Paper Reduction:**

- Whenever possible, correspondence will be conducted over the Internet.
- Documents will be kept in a central location for review and not distributed to each consultant or inspector.
- Whenever possible copying will be double-sided. Copies of reports for the main file will be double-sided.
- When necessary in-house communication will be distributed on recycled paper such as out dated letterhead

### **Electrical Usage**

- Reduce lighting in common areas
- Turn off computers and monitors at the end of each day
- Shut off lights in unoccupied offices and other areas when not in use
- Use energy efficient light bulbs in desk lamps
- Thermostats will be set to the “auto” position when the office is not occupied
- Laboratory hoods will be shut off when not in use

### **Energy Consumption**

- Laboratory hoods will be shut off when not in use to reduce the quantity of air being exhausted from the laboratory
- A Telecommuting Policy will be written allowing employees to work either in a branch office closer to their home or at their home one day a week

## **4. Management Systems and Institutionalization**

### **4.1 Integrating Environmental Impacts into Key Decision Points**

#### **Purchasing:**

- Employees responsible for purchasing will consider environmental friendly products whenever available.

During quarterly meetings the Sustainability Team will review recent purchases to determine their environmental impact.

### **4.2 Education and Training of Staff**

Sustainability efforts will be part of the agenda at the quarterly meetings.

## 4.3 Management Systems

The duties and responsibilities associated with this plan will be distributed between the members of the sustainability team.

## 5. Tracking Progress and Program/Plan Review

*Refer to Road Map Step 5: Track and Report on Progress” before writing this section of the plan*

### 5.1 Agency Tracking and Reporting Form

*[Identify the process by which an agency will complete and submit the annual Agency Tracking and Reporting Form to be issued each year to the State Sustainability Council.]*

### 5.2 Continuous Improvement

*[Include a description of the following:*

- the process by which sustainability efforts will be evaluated and monitored to ensure they are working and achieving initial goals*
- the process by which feedback will be encouraged and incorporated into future planning*
- how this sustainability plan will be reviewed and altered (if necessary) and who will be responsible for overseeing this process]*

## Appendix 4 - Agency Sustainability Workplan Worksheet

For Use in Section 3 of the *Agency Plan Template* “Short Term Actions and Priorities” and should be submitted as part of the agency plan.

This worksheet is intended to help agencies develop an action plan to help identify the key sustainable activities the agency wants to address, as well as identify the key staff necessary to ensure program success. The information provided here is for sample purposes only

<b>Sustainable Goal</b>	<b>Benefits</b>	<b>Specific Tasks</b>	<b>Responsible Staff</b>	<b>Timeline</b>
<i>e.g. Increase Mixed Paper Recycling by 10% per year for five years</i>	<ul style="list-style-type: none"> <li>• Solid waste reduction</li> <li>• Cost savings</li> </ul>	<ul style="list-style-type: none"> <li>• Identify potential vendors through state contract that are the most cost-effective</li> <li>• Award vendor</li> <li>• Publicize new program to staff</li> <li>• Hand out new recycling bins</li> <li>• Begin recycling program</li> </ul>	<ul style="list-style-type: none"> <li>• Karen Smith, Purchasing</li> <li>• Same</li> <li>• John Johnson, Commissioner</li> <li>• Steve Smith, Facilities</li> <li>• Sustainability Team</li> </ul>	<ul style="list-style-type: none"> <li>• January 1, 2004</li> <li>• February 1, 2003</li> <li>• February 15, 2003</li> <li>• February 25, 2003</li> <li>• March 1, 2003</li> </ul>

